

Shell Island HOA Construction Guidelines

Est. 2010

- 1) All owners or tenant shall complete a review form supplied by the HOA and submit it to the HOA office at least 15 days prior to starting work. The purpose of this form is to prevent damage to the common areas and assist owners in the process.
- 2) All owners/tenant shall provide prior to starting work, insurance certificates to the HOA office from their contractor(s) with the following information.

Additional Insured: Shell Island HOA, INC
Bauen Property Services, LLC
As their interests may appear

Certificate Holder shall be: Shell Island HOA, INC

Also any contractor/vendor accessing the common areas shall provide insurance certificates to the HOA contracted facility manager, as outlined above.

- 3) Shell Island is an operating Condominium Hotel. As a result care should be exercised to be conscious of the hotel operations and its guests.

Hours of construction shall be 8AM-6PM Monday–Saturday as per the town of Wrightsville Beach. Demo involving the use of chipping guns (example tile removal) or loud noises shall be between 10AM-4PM Monday-Friday to minimize nuisance to owners and guests. Additionally between the months of May 1 and Sept 30 Sat work should be limited to quiet operations such as painting and carpet.

- 4) Building Permits shall be obtained as required by NC State building code. Typically work under \$5,000.00, as per NC building codes does not require a permit. But if the proposed scope of work involves plumbing, electric or HVAC a permit is typically required. Regardless of a permit, insurance certificates are still required to be filed with the HOA Facility Manager.

Examples of work not requiring a permit would be: Carpet, Paint and Tile unless totaling more than \$5,000.00

Examples of work typically requiring a permit would be: AC replacement, Hot water heater, Complete renovations of baths or kitchens, new tubs/showers, installation of doors between units, electrical alterations or additions, countertop replacement requires an electrical permit.

As per code the permit(s) shall be prominently displayed at all times. This location shall be the bedroom window, with the informational side facing outward for easy viewing.

NOTE: If you have any questions regarding permits you can contact the HOA contracted Facility Manager at 910-256-2470 ext 2, the town of Wrightsville Beach at 910-256-7935 for building and plumbing questions and New Hanover County at 910-798-7151 for electrical questions. It is ultimately the responsibility of the owner to ensure that the required permits are obtained.

- 5) Chopping, grinding, routing etc of any concrete floor or ceiling is prohibited.
- 6) All contractors, deliveries and debris removal shall be through the service elevator. Hotel operations shall have priority of the elevator.
- 7) All contractors shall park in the north parking lot. Any trailers shall be 12' or less and fit within one parking space. Wood blocks are to be placed under the stand to prevent damage to the asphalt paving. The HOA is not responsible for any damage or theft of vehicles, tools etc. No commercial vehicles shall be parked overnight without prior approval.
- 8) Contractor/Owner is responsible for removal and disposal offsite of any construction debris. The compactor is NOT to be used for contractor debris.
- 9) Common areas (hallways, lawns etc) are to be kept clear of any construction material or debris. Contractor/Owner is responsible to keep the common areas free of dust, debris and damage at all times. Owner shall be responsible for the cost of remediation.
- 10) The HOA or its agent reserves the right as per the Declaration and/or the Bylaws to enter a unit under construction for the purpose of reviewing work, potentially affecting the common elements of the building or compliance with required permits.
- 11) Common building components shall not be modified, altered, moved etc, these shall include water and waste lines, in wall electric service, perimeter walls, fire alarms, mechanical chase way between kitchen and baths, etc, without direct approval of the HOA and or the BOD. Any work involving common elements shall be subject to prior review and approval by the contracted Facility Manager or the building Architect. Any associated costs shall be borne by the unit owner.
- 12) Due to limited capacity of building services and components the following items are not allowed to be installed: On demand electric water heaters, whirlpool tubs with inline electric heaters, washer dryers, freestanding electric ranges, ovens.
- 13) The exterior doors and balconies of all units shall be similar in appearance. Any painting of doors shall match the building color. There shall be no signs, decorations; floor mats etc attached to or outside of the door or balcony in common area. Also all balconies are common area (limited) and shall have only the 2 chairs and cocktail table that match the rest of the facility. Items placed against this provision shall be subject to removal.
- 14) These guidelines are not meant to prevent emergency repairs. Follow up work though shall be subject to the above insurance requirements and applicable permits.

NOTE: These guidelines may be amended, without notice. Please contact your HOA office for possible updates.